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ABSTRACT

This guide presents the policies and procedures used by the North Dakota State University Libraries for indexing "The Forum," a daily newspaper serving eastern North Dakota and western Minnesota. The guide includes lists of material to be included and excluded, timetables for updating the index, duties of the editor and the library clerk, rules for compiling the index (general, headlines, names, punctuation, and qualifiers), and rules for indexing obituaries (general and names). Step-by-step instructions for producing weekly, monthly, and annual reports using the Procite bibliographic software program and converting the monthly and annual reports to Word Perfect 5.1 are also provided. (KRN)

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Guide to Indexing The Forum

Reference Department

North Dakota State University Libraries

Fargo, North Dakota

ED349969

April 1992

Developed by Lori Bakken and Michael M. Miller

Inputted by Lori Bakken

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The Forum Index

Guide to Indexing The Forum

The Forum Index is published by the Reference Department of North Dakota State University (NDSU) as a public service to NDSU, to the Fargo-Moorhead area, to the state of North Dakota, and to the immediate surrounding areas. **The Forum Index** covers news items directly pertaining to the Red River Valley, North Dakota, and western Minnesota. International and national news related only to these local areas will be included.

The goal in indexing **The Forum** is to create a reference source which facilitates the location of news stories and articles under like headings. The articles chosen for inclusion in **The Forum Index** are indexed under specific subject headings selected according to those used in the **Library of Congress List of Subject Headings, Readers' Guide to Periodical Literature,** and other H. W. Wilson indices. Periodically new headings may be added. The Guide to Indexing **The Forum** is located at the Reference Desk and in the Reference Workroom.

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Scope of Coverage

Material to be included

Only material which relates to local, state, and regional news will be included

Agriculture
Art reviews (local)
Book reviews by regional writers
Business and industry
Crime
Dance reviews (local)
Editorials
Education
Geography
History
Lawsuits (local or regional organizations and/or persons)
Legislative news
Letters to the editor
Military
Musical reviews
National and international news (directly related to the local area)
Obituaries (See **The Forum Index Obituaries**)
Opera reviews (local)
Politics
Prominent people
Religious and church news
Science, medicine, and research
Social problems (crime, suicide, etc.)
Special events
Sports (feature articles about local athletes and area teams only)
State news (related to the local area)
Supplements
Theater reviews (local)
Weather (excluding routine forecasts)

Material to be excluded

Advertising
Amusement and entertainment (comics, cartoons, puzzles, horoscopes, television schedules, etc.)
Business and industry (stock reports, weather forecasts, announcements of meetings, etc.)
Homemaking (house plans, dress patterns, recipes, etc.)
Legal notices (gun permits, police reports, etc.)
National and international news (syndicated columns, etc.)
Police reports
Religion (columns, announcements, etc.)
Social events (anniversary announcements, calendars of events, club reports, etc.)
Sports (except feature articles about local athletes and championship games of area teams)
Vital statistics (birth and wedding announcements; engagement, divorce and death notices, etc.)
Weather forecasts

Delivery of The Forum

Two issues of **The Forum** are delivered each day to the Circulation Desk of the NDSU Library. Reference personnel will pick up these copies and place them on the shelf marked **The Forum Index** in the Reference workroom.

If **The Forum** is not delivered, the Reference Librarian should call **The Forum** (235-7311) and ask that two copies be delivered to the NDSU Library Reference Desk. One copy should be given to the Periodicals Department and one copy should be placed on **The Forum Index** shelf in the workroom.

On Saturdays, Sundays and holidays the reference librarian on duty will retrieve **The Forum** from the Circulation Desk and place it on the table in the reference workroom.

Timetable for updating The Forum Index

Consistent updating is necessary to create a workable tool for use by library patrons.

January through December:

Daily:

Index **The Forum**
Input information under proper subject headings

Weekly:

Edit and proofread the inputted copies
Input the obituary entries

Monthly:

Download the final monthly update copy from the **Procite** software package to **WordPerfect 5.1** to produce the printed version

At the end of each month an update is completed and placed in the binder entitled **The Forum Index** near the Reference Desk

January:

Print a cumulative index for final proofreading and editing, then download to WP 5.1

Prepare brochures advertising **The Forum Index** for mailing
Update and print the mailing list for the brochures

Print the master copy on the HP LaserJet III printer

Fill out the work order (Account Technician)

Deliver the master copy for printing to the Copy Center, Morrill Hall, NDSU

February:

Mail eight copies of **The Forum Index** and eight copies of **The Forum Obituary Index** to the State Depository Program, State Library, Liberty Memorial Building, Bismarck, ND 58505

Send two copies of **The Forum Obituary Index** to the bindery department of the NDSU Library for home binding (one copy for reference and one copy for the North Dakota Institute for Regional Studies)

Send three copies of **The Forum Index** to the Catalog Department for hardcover binding (two copies for reference and one copy for the North Dakota Institute for Regional Studies)

Send one copy of each index along with a cover letter to Gift and Exchange Department, Library of Congress, Washington, DC 20559

Send two copies of each index along with a cover letter to Copyright Office, Library of Congress, Washington, DC 20559

May:

Distribute an update to **The Forum Index** to subscribers in May for the January through April indexing

September:

Distribute an update to **The Forum Index** to subscribers in September for the May through August indexing

Distribution of The Forum Index

a. Photocopy the order

b. Send the original copy to the Account Technician for the typing of an invoice

c. Return the completed invoice to the editor

d. Place a photocopy in **The Forum** file

e. Type a mailing label (Clerk)

f. Prepare the indices for mailing (Clerk)

g. Ship eight copies of **The Forum Index** to the North Dakota State Library in the State Depository Program

h. Mail two copies of **The Forum Index** to the Copyright Office, Library of Congress, Washington, DC 20559 along with a completed SE Form

Duties of Personnel

Editor

a. Coordinates the entire production of **The Forum Index**

b. Inputs and indexes articles daily

c. Proofreads final edition in January

d. Prepares brochures advertising **The Forum Index**

Library Clerk

a. Processes **The Forum** daily

b. Proofreads daily indexing

c. Proofreads subject headings

d. Adds new subject headings as suggested by the editor and checks their proper entry

e. Prepares mailing labels

f. Prepares copies of **The Forum Index** for mailing

g. Removes the obituary pages and places them in the obituary drawer

h. Checks follow-up stories related to previous articles

Rules for Compiling The Forum Index

Consistency in properly following standard procedures creates a more useable reference tool.

GENERAL

Artists, poets, authors, and musicians

Indexed separately under their particular professions

By-lines

Do not include the names of columnists or writers in by-lines

Duplicate entries

Duplicate the entry if subjects are equally important
Example: Andrews, Mark
Andrews, Mary

Farmers' Forum

Type "Farm Sec" in the location blank on the screen for an article included in the **Farmers' Forum** (green section of the Friday edition)

Forts

Do not use qualifiers for a frontier fort
Example: Fort Union

Use qualifiers if a fort is part of a present-day town name
Example: Fort Totten ND

Location

Indicate section and page number to identify location of article
Example: FORUM Sports Staff Loses a Ringer F-2

Photographs

Indicate a photograph in the article at the end of the headline
Example: Hawley [High School] is big on computers (photo); 1/24/1989: B-6.

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Periods

Use a space after the period for personal names in captions and subject headings
Example: J. J. Jones

Reviews

Use the following subject headings for reviews of musicals, theater, dance, art, and operas:

Art - Exhibitions
Dance Reviews
Musicals, Revues, etc. - Reviews
Opera Reviews
Theater Reviews

Also index the review under the name of group presenting the performance or exhibition such as:

Concordia College (Moorhead MN) - Theater
Fargo-Moorhead Community Theater
Moorhead State University - Theater
Red River Boy Choir
Red River Theatre Company (Fargo ND)
Straw Hat Players
Fargo-Moorhead Civic Opera Company
North Dakota State University - Little Country Theater
Plains Art Museum (Moorhead MN)
Red River Dance and Performing Company (Fargo ND)
Rourke Gallery (Moorhead MN)

See-also references

Do not use see-also references

Special features

Indicate accompanying special features by the following notations in parentheses: (chart), (graph), (il), (map), etc.
Example: Population [in Fargo] on the Increase (chart)

Spelling

Check the phone book, a state directory, a biographical index, or **The Forum** Library for correct spelling of names

Subject headings

Always assign the most specific heading possible. General headings are reserved for general articles
Example: CRIME AND CRIMINALS

Articles about specific crime should not be entered here but under the type of crime.
Example: murder, rape, etc.

HEADLINES

Abbreviations, local

Eliminate state abbreviations for local cities
Example: Fargo, Moorhead, West Fargo only

Abbreviations

Use the two-letter postal abbreviations (no periods) for all states
Example: Bowman ND

Explanatory notes

Quote verbatim, but clarify by adding any necessary notes in brackets
Example: Bismarck May Drop Kindergarten [ND budget cuts]

Periods

Omit periods after titles, organizations, state abbreviations, etc.
Example: Dr, Prof, St, Inc, Co

Punctuation

Use no punctuation before or after parentheses and brackets
Example: Bikers should observe rules (Editorial)

Series

Insert the title of the series in parentheses after an article which is part of a series. Add the number of the article
Example: Riding Herd: Students one hour, players the next (4th in series) (photo); 10/18/1989: C-2.

Articles which share the same headline in a series should be separated with a semicolon followed by the subtitle
See example above for Riding Herd

Spelling

Check the phone book, a state directory, a biographical index, or **The Forum** Library for correct spelling of names

Titles

Use capitals for titles of books, plays, newspapers, films, etc.
e.g. Novel THE DAKOTAS by Kathryn Davis banned in Medora
FORUM writers, photographers win awards
NORTHERN LIGHTS filmmaker, John Hanson, plans another move

NAMES

Acronyms

Cross reference complete titles with the acronym
e.g. MADD (see Mothers Against Drunk Drivers)

Business

Do not use qualifiers for businesses with multiple locations
e.g. St Luke's Hospitals - Meritcare

Use qualifiers for businesses with one location
e.g. Solid Comfort Inn (Fargo ND)

Changes

Make a see-reference from new to old name and indicate date of change in parentheses
e.g. Hjemkomst (before 8-18-81, see Viking Ship)

Cities and counties

Use the two-letter U.S. Postal abbreviations of the state following the name when cities and counties are used as the subject
e.g. Bismarck ND
Becker County MN

Families

Use husband's name
e.g. Nelson, Arlynn and family

Institutions

Use location for institutions of education except for titles which include name of location
e.g. Concordia College (Moorhead MN)

Exceptions are Moorhead State University, North Dakota State University, and the University of North Dakota

Nicknames

Place the nickname in parentheses following the name
Example: Carter, Jimmy III (Chip)

Proper names

Establish the name if possible in a second source such as a phone book, a state directory, or a who's who. If **The Forum** has a discrepancy be sure to call **The Forum** Library and they will assist you in locating the correct name. Do not depend on **The Forum** for correct versions of proper names.

Spelling

Establish correct names by checking a second source such as a phone book, a state directory, or **The Forum** Library

States

Spell out the name of the state when it is part of an organizational name
Example: North Dakota State College of Science (Wahpeton)
Minnesota Historical Society

Women

Use christened name for married women
Example: Dodge, Irene, not Dodge, Mrs. Vincent

PUNCTUATION

Dash

When a dash follows a subject heading use one space before and after.
Example: BUDGET - NORTH DAKOTA

Parentheses

Use no punctuation before or after parentheses
Example: Cichy, S. F. (Sid)

QUALIFIERS

Use qualifiers for businesses, restaurants, lakes, etc. Indexer must carefully compare subject heading with entry in **The Forum Thesaurus.**

Business

Do not use qualifiers for businesses with multiple locations
Example: St Luke's Hospitals - Meritcare

Use qualifiers for businesses with one location
Example: Solid Comfort Inn (Fargo ND)

Rivers

Do not use qualifiers if a river extends beyond the boundaries of one state
Example: Red River of the North

Use qualifiers for rivers confined within the boundaries of a state
Example: Buffalo River MN

The Forum Index Obituaries

The Forum Index Obituaries is handled separately by the Library Clerk who indexes the obituaries weekly

GENERAL

Index both obituaries if more than one obituary is published for an individual
Example: Mohr, F. W. (Bill) Jr, 83, Fargo ND; 3/31/1990; C-5.
Mohr, F. W. (Bill) Jr, 83, Fargo ND; 4/1/1990; D-2.

Include the complete name, age, place of residence at time of death
Example: Lynde, Robert K., 78, Glyndon MN; 12/29/1918: B-2

Index area deaths only when the write-up contains biographical information

NAMES

Infants

Name and no age
Example: Johnson, Joy, Infant, Hawley MN; 5/13/1990; D-6.

No name and no age
Example: Johnson, Infant Son of John and Mary, Hawley MN; 5/1/1990; E-4.

Name and age
Example: Johnson, Joy, 1 month, Hawley MN; 4/20/1990; B-6.

Initials

For initials, but no christened name
Example: Casperson, E. A. (Cappy), 79, Valley City ND; 10/23/1989; B-4.

Nicknames

Include nicknames in parentheses after the middle name or initial
Example: Bertrand, Jerome J. (Stubby), 63, Staples MN; 10/26/1989; B-5.

Nuns

Use the christened name and include the religious name in parentheses
Example: Brennan, Josephine Elizabeth (Sister M. St. Kevin) 84, Fargo ND; 2/19/1989; B-4.

Titles

Do not use titles for clergy, military, medical, etc.

Include Sr, Jr, III

Examples: Johnson, Harry Jr, 62, Puma AZ; 3/19/1990; B-5.
Johnson, Harry III, 61, Tucson AZ; 4/16/1990: B-6.

Women

Use the married name for women; married name, first name, middle name or initial, nickname in parentheses, maiden name, other married names

Example: Bradley, Angeline (Angel) Birkholz, Narveson, 42, Jamestown ND; 12/29/1989; B-5.

Use maiden name if used after marriage or divorce

Use hyphenated names

Example: Smith-Johnson, Cheryl, 22, Wahpeton ND; 1/3/1990; B-8.

Include multiple married names:

i.e. Smith, Debbie Anne Jones Johnson, 99, 2/2/2000; A-5

How To Do Weekly Reports

Hit **#6** to get into **Procite** from the **program menu.**

Hit **C** for **Change** and (after prompt "New Database Directory") change to **B:** and hit **return**
Hit **return** after the database currently being worked on (i.e. Oct.1991) shows up on the screen

(Performing database for validity checks. Please wait...

From the main menu:

Select **O** for **Options**

Change the **Alphabetic order** line to **No**
Change the **Output** line to **Printer**
Change the **Index terms** line to **Yes**

Hit **return** to change from **Yes** to **No** or **No** to **Yes**

Hit the **(F10)** key to save what you have changed
Then from the **Procite main menu** hit **S** for **Select**

Hit **Q** for **Quick Search**
Now you will see the cursor in a box on the screen. This is where you select the dates of the Forum that you want printed off. (A week for our uses goes from Monday to the following Sunday).

Example:

To print off the week of November 11-17, 1991, enter the dates in the **Quick Search Box** as follows:

date > 11/10/1991 and date < 11/18/1991 (and then hit return)

(The computer will search all records for those dates)
(The computer will stop when it is done and tell you how many records were found)
(It will tell you to hit the space bar when done)

Hit **Esc** key to get to the **Main Menu**
Hit **P** for **Print**

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Directions for Weekly Reports After Being Printed

1. Photocopy the weekly report back-to-back and insert in the **Forum Index** binder located in the Reference room.

2. Photocopy one copy for the editor and give to him so he can double check the subject headings.

3. Keep the original copy for yourself and check it against the newspapers. Keep an eye out for errors in spelling, page numbers, and subject headings (as well as missing or extra words). Also check to see that if an article contains a photo, map, etc., that it is acknowledged in the entry. Correct any errors that are found on the disk. (In order to get to an entry quickly go into **Options** from the **Main Menu** and change **Alphabetical order** to **Yes**. Then go into **Edit** and then hit **J** for **Jump** and type in the entry).

After all the weekly errors have been corrected on the disk print out a copy of the weekly report putting the entries under **subject headings**. The process is as follows:

Hit **O** for **Options** from the **Main Menu** of Procite.

Change the **Alphabetic order** line to **Yes**
Change the **Output** line to **Printer**
Change the **Index term** line to **No**

Hit the **(F10)** key to save what you have changed.

Then hit **I** for **Index**

You will get a screen that looks like:

Index
Options
Exit

Hit **I** again for **Index** (to index records in the database you are currently working on) (Hit **return**). (When it gets done indexing, it will automatically start printing).

Put this copy of the weekly report (after xeroxing back-to-back) in the Forum binder in place of the 1st unedited copy. You can throw away the unedited copy. Keep the new updated weekly copy for your use.

How To Do Monthly Reports

Hit **#6** to get into **Procite** from the **program menu.**

Hit **C** for **Change** and (after the prompt "New Database Directory") change to **B:**
Hit **return** after the database currrently being worked on (i.e. Oct.1991) shows up on the screen

(Performing database for the validity checks. Please wait...)

From the main menu:

Select **O** for **OPTIONS**

Change the **Alphabetic order** line to **Yes**
Change the **Output** line to **DISK**
Change **Format** to **No**

Hit **return** to change from **Yes** to **No** or **No** to **Yes**

Hit the **(F10)** key to save what you have changed.

Then hit **I** for **INDEX**

You will get a second screen that looks like:

Index
Options
Exit

Hit **I** again for **Index** (to index records in the database you are currently working on)
(Hit **return**). (When it gets done indexing, it will automatically start printing)

After the indexing is completed it will ask for the **"name of the output file:"** (rename it with a similar name to the original file, i.e. B:Oct.1991 to B:Oct.91).

When printing is done hit **X** to get back to the **main menu.**
Then hit **Q** to get back to the **program menu.**

Now Convert To WordPerfect 5.1:

1. Go into **WordPerfect** from the program menu and put a blank formatted disk in B:
2. Hit **F5**
3. Go to **parent directory**, hit return and then type in c:\pro-cite\
4. Highlight the file and **retrieve** it (then on screen it says DOS Conversion in Progess)
5. Save it in **B:**

Now that you are in WordPerfect 5.1 do the following:
(make sure the cursor is at the very beginning of the document and also do the steps in the order listed)

1. **Select Printer:** HP LaserJet III
2. **Select Font:** (Ctrl F8)
   Then hit (4) Base Font
   Hit **CG Times (Scalable) 8pt**
3. **Select Format:** (Shift F8)
   Then hit (2) for Page
   Hit (3) for Header
   Hit (1) for Header A:
   Hit (2) for Every Page

Then You Get The Blank Screen.

Center Your Heading: THE FORUM INDEX (return)
Center The Date: APRIL 1991 (return)

(Exit) **(F7)**

Then hit (6) for Page Numbering
(1) for **New Page Number** (fill in new beginning page numbers - be **careful going from one letter to the next**
(7) for **Page number position** and then select **#8** for **Bottom Alternating**

(Hit Return Twice) to exit from screen

4. Delete extra hard returns (i.e.[HRt]) and indent each citation by using the search and replace function in WordPerfect.

   a. Press **<Alt> <F2>**
   WordPerfect responds: w/Confirm? No (Yes)

   b. Press **No**
   WP will respond with: →Srch:

   c. Press Return Twice (with one space between them)
   Screen now looks like: →Srch:[HRt] [HRt]

   d. Press **<Alt> <F2>** again
   WP responds with: Replace with:

   e. Enter: **[HRt][→Indent][← Mar Rel]**
   (i.e. Return, F4, <shift> <tab>)
   Screen now looks like: Replace with: [HRt][→Indent][←Mar Rel]

   f. Press **<Alt> <F2>** again
   WP responds: *Please Wait*
   At completion of task cursor will rest at the end of the document

   g. Press **<Home> <Home> <↑>** to get to the top of the document

5. Format document into two columns

   a. Press **<Alt> <F7>** to invoke WP "columns" feature
   WP responds: Columns: 1 On; 2 Off; 3 Define: O

   b. Press **#3** to define columns

   c. Select Type to be: **Newspaper**
   Select Number of columns to be: **2**
   Accept margins as given!!!

   d. **Press Return** to set this definition
   WP responds: Columns: 1 On; 2 Off; 3 Define: O

   e. Press **#1** to turn on the columns feature

   f. Format document into columns by pressing **<Home> <Home> <↓>**
   WP responds with: Repositioning and when done repositioning places the cursor at the end of the document

g. Press <Home> <Home> < ↑ > to get to the top of the document

The monthly report is now ready to be xeroxed back-to-back and then put that copy of the FORUM binder in Reference. Keep the original copy for your use.

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How To Do Annual Reports

Put a **formatted high-density** disk in **A:**

Put the **first month of the year** that is on a **low density** disk in **B:**

Do **Ctrl X** to get into **DOS**

Type **B:**

Type **copy B:*.* A:*.*** - the first month of the year has now been copied onto the clean, formatted high-density disk in A:

☞Go back to the **Program Menu**

Hit **#6** to get into **Procite** from the **program menu.**

Now, keeping the high-density disk in A:, **put the next month to be merged in B:**

Hit **C** for **Change** and (after the prompt "New Database Directory") change to **B:**
Hit **return** after the database currently being worked on (i.e. Oct.1991) shows up on the screen

(Performing database for the validity checks. Please wait...)

From the main menu: (in Procite)

Hit **M** for **Merge**

Hit **C** for **Change** and (after the prompt "New Database Directory") type **A:**

Hit **return** after the database currently being worked on (i.e. Oct.1991) shows up on the screen

Hit **Y** for **Yes** (after Would you like to transfer any workforms???? shows up on the bottom of the screen)

The records from B: are now merging into A:. This will take a few minutes. When the merging ends, exit out of **Procite** and merge in the next month. Do this step until all 12 months are merged into the final year-end disk.

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After finishing the merge:

Hit **#6** to get into **Procite** from the **program menu.** (with the high-density disk you just merged the months together onto in A:)

Hit **C** for **Change** and (after the prompt "New Database Directory") change to **A:**
Hit **return** after the database currrently being worked on (i.e. Oct.1991) shows up on the screen

(Performing database for the validity checks. Please wait...)

From the main menu:

Select **O** for **OPTIONS**

Change the **Alphabetic order** line to **Yes**
Change the **Output** line to **DISK** instead of printer
Change **Format** to **No**

Hit **return** to change from **Yes** to **No** or **No** to **Yes**

Hit the **(F10)** key to save what you have changed.

Then hit **I** for **INDEX**

You will get a second screen that looks like:

Index
Options
Exit

Hit **I** again for **Index** (to index records in the database you are currently working on)
(Hit **return**). (When it gets done indexing, it will automatically start printing)

After the indexing is completed it will ask for the **"name of the output file:"** (rename it with a similar name to the original file, i.e. A:Oct.1991 to A:Oct.91).

When printing is done hit **X** to get back to the **main menu.**
Then hit **Q** to get back to the **program menu.**

Now Convert To WordPerfect 5.1:

1. Go into **WordPerfect** from the program menu and put a **NEW, BLANK HIGH-DENSITY FORMATTED** disk in **A:**

2. Hit **F5**

3. Go to **parent directory,** hit return and then type in c:\pro-cite\ and hit return again

4. Highlight file you want and **retrieve** it (then on screen it says DOS Conversion in Progess)

5. Save it in **A:** (you may want to rename it)

Now that you have the yearly cumulation in WordPerfect version, **each letter** should have **it's own file!** No two letters should ever be combined together, (i.e. P,Q). You can separate the letters by blocking them and saving them by themselves:

1. **Block** all the i.e., **A's,**

2. Hit **Cntl F4** for **Move,** then hit **1** for **Block** and then hit **2** for **Copy**

3. Then hit **Shift F3** to get to **Document 2,** and then **hit return.** (Always hit 2 for copy, and then after you are sure you moved the grouping safely into it's own file, you can go back and block those same letters and then delete them.

Now that you are in WordPerfect 5.1 and have all the letters separated do the following: (make sure the cursor is at the very beginning of the file and do the steps in the order listed for each letter)

1. **Select Printer:** HP LaserJet III **(Don't hit any keys here since this printer is always selected).**

2. **Select Font:** (Ctrl F8)
   Then hit **(4)** Base Font
   Hit **CG Times (Scalable) 8pt**

3. **Select Format:** (Shift F8)
   Then hit **(2)** for Page
   Hit **(3)** for Header
   Hit **(1)** for Header A:
   Hit **(2)** for Every Page

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Then You Get The Blank Screen.

Center Your Heading: **THE FORUM INDEX** (return)
Center The Date: **199_** (return)

(Exit) **(F7)**

Then hit (6) for Page Numbering
(1) for **New Page Number** (fill in new beginning page numbers - be **careful going from one letter to the next**
(7) for **Page number position** and then select **#8** for **Bottom Alternating**

(Hit Return Twice) to exit from screen

4. Delete extra hard returns (i.e.[HRt]) and indent each citation by using the search and replace function in WordPerfect.

   a. Press **<Alt><F2>**
   WordPerfect responds: w/Confirm? No (Yes)

   b. Press **No**
   WP will respond with: →Srch:

   c. Press Return Twice
   Screen now looks like: →Srch:[HRt][HRt]

   d. Press **<Alt><F2>** again
   WP responds with: Replace with:

   e. Enter: **[HRt][→Indent][← Mar Rel]**
   (i.e. Return, F4, <shift><tab>)
   Screen now looks like: Replace with: [HRt][→Indent][←Mar Rel]

   f. Press **<Alt><F2>** again
   WP responds: *Please Wait*
   At completion of task cursor will rest at the end of the document

   g. Press **<Home><Home><↑>** to get to the top of the document

5. Format document into two columns

   a. Press **<Alt> <F7>** to invoke WP "columns" feature
   WP responds: Columns: 1 On; 2 Off; 3 Define: O

   b. Press **#3** to define columns

   c. Select Type to be: **Newspaper**
   Select Number of columns to be: **2**
   Accept margins as given!!!

   d. **Press Return** to set this definition
   WP responds: Columns: 1 On; 2 Off; 3 Define: O

   e. Press **#1** to turn on the columns feature

   f. Format document into columns by pressing **<Home> <Home> <↓>**
   WP responds with: Repositioning and when done repositioning places the cursor at the end of the document

   g. Press **<Home> <Home> <↑>** to get to the top of the document

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